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14 October 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training
14 October 1965

1. Intelligence School

Briefing at Bethesda Naval Officers Club. The Chief, Intelligence School, on 5 October addressed a luncheon meeting of the Military Chaplains' Wives Club at the Bethesda Naval Officers Club. Chief, IS, was substituting for the DCI, who had sent his regrets. The briefing was an unclassified discussion of the U. S. National Security structure. The audience was receptive, and the questions following the talk indicated a friendly, if not well-informed, attitude toward the Agency.

Lecture at Fort Benning, Georgia. On 11 October Chief, IS, addressed a group of about 400 officers of the Career Officers Course, Classes I and II in Marshall Auditorium at Fort Benning, Georgia. About 30 members of the instructional staff also attended the lecture. In the 40-minute question period that followed the 60-minute presentation, the students asked excellent questions, most of them -- surprisingly -- relating to CIA's mission in producing finished intelligence, particularly the National Intelligence Estimate.

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Comments Regarding CIA [REDACTED] (See memorandum for the record attached.)

Senior Management Seminar. The Senior Management Seminar is proceeding according to plan with, of course, a few last minute changes in nominees. We are not sure that some of the nominees are actually "senior" managers and may want to suggest a different approach to selecting the participants the next time a senior seminar is offered.

Management Grid, Phase II. The top echelon of the Office of Finance has just about completed Phase II of the pilot Project. The Management Training Faculty has monitored all sessions, and it is our unevaluated opinion that the sessions are going quite well and that they may prove to be of considerable value to the Office of Finance. [REDACTED] has 25X1A taken on the job of "Phase II Coordinator." He will work closely with [REDACTED] 25X1A in making up rosters for the rest of the Pilot Project exercises, making physical arrangements, and keeping records of proceedings and findings. We estimate that this will probably take about one-fourth of his time.

Clerical Induction Training Statistics -- Quarterly Report. During the quarter ending 1 October 1965, a total of 323 clerical applicants were tested, 59 in shorthand and 264 in typing. Fourteen percent met Agency standards for typing while 20 percent qualified in shorthand. During this same period 2 percent of the clerks (54) who entered on duty qualified in

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typewriting, while 20 percent of the 5 tested in shorthand qualified. Of the typists (108) who entered on duty, 28 percent qualified in typewriting, while 3 percent of the 32 tested in shorthand qualified. Also, 155 stenographers were tested, 44 percent qualified in typewriting and 22 percent in shorthand.

Space at Ames Building. Chief, Management Training and Chief, Support Staff met with [REDACTED] Logistics Services Division on 7 October to discuss requirements for space for Management Training in the Ames Building as well as any special requirements for other courses which might be conducted there.

Orientation for Overseas Course. [REDACTED] of the

National Security Agency was an observer during the last running of this course, 5 and 6 October. His purpose was to gain background and ideas for a similar program being planned for dependents of NSA employees.

2. Registrar Staff

Management Sciences. During the past week [REDACTED], Chief

Registrar Staff continued to explore with Interested Agency elements the subject of training in the Management Sciences (ADP, Systems Analyses and Design, etc.). He spoke with representatives of the four Directorates having Management Science interests. There is general agreement that an internal training program is necessary for orienting and familiarizing employees at various levels in the use of Computer Services. The practitioner, however, should receive training through a variety of specialized

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external training programs being offered. To facilitate the selection and evaluation of the external programs, the Registrar Staff has produced a notebook of training opportunities in the Management Sciences which has already had favorable response from the various ADP and Systems units. A survey of training needs is being made among the users of the IBM 360 Machine to determine training requirements for personnel to man this hardware. When the survey is completed, a meeting will be held with the cleared IBM representative on how these requirements can best be met. At the moment, IBM allows the Agency insufficient spaces in this program to come anywhere near meeting its needs.

Off-Campus Programs. Out of a grand total of 166 employees participating in the Agency's off-campus programs, 35 enrolled in the Automatic Data Processing Systems Course. It is our understanding, however, that several of these students are withdrawing because the Course has proven too difficult for them.

Evaluation of Information Retrieval Systems -- Project [REDACTED]

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[REDACTED] OCR, has made preliminary arrangements for [REDACTED]

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[REDACTED] to conduct a course, Evaluation of Information Retrieval Systems, at a cost of \$1,600.00. The course is in connection

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with Project [REDACTED]. The course will have two NPIC and 23 OCR employees.

Clearance procedures have been initiated on the two instructors. OCR is preparing a memorandum to DTR.

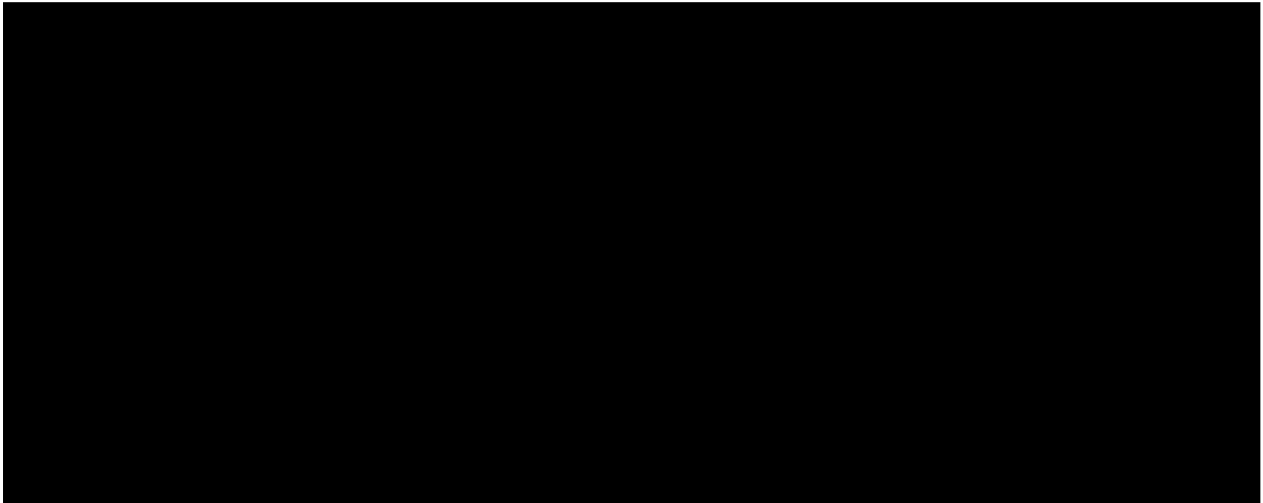
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Pentagon Nuclear Weapons Briefings. This year the Pentagon Nuclear Weapons Briefings were held 5 - 7 October. The Agency sent 23 employees.



OTR Attendance. Internal attendance for the week of 4 - 8 October was 627 employees; external training attendance was 404 in 297 courses or programs.

3. Language Training School

Linguist Applicant. The application of [REDACTED], a scientific linguist now working in California, has again been forwarded to the Language Training School. [REDACTED] had applied for employment approximately two years ago as a congressional referral. [REDACTED] will call our [REDACTED] recruiter and request that he make a professional assessment of [REDACTED] qualifications. The application was reactivated in response to a letter from the Executive Officer of the Office of Emergency Planning via [REDACTED] Chief of Support in the

Office of Communications.

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EOD Language Testing. Foreign language proficiency testing of employees immediately upon their entrance on duty has been initiated. Although the anticipated average volume will be 4 to 5 per week, 20 tests for 16 individuals were scheduled the first week of the program and 13 tests for 10 individuals the second week.

4. Operations School

25X1A [REDACTED]

25X1A assignment overseas. Chief of Operations School, who monitored most of this seminar, reported that [REDACTED] gave an excellent talk on finance and logistical authorities and responsibilities of the Chief of Station.

5. Defense Intelligence School

25X1A Defense Intelligence Course. [REDACTED] recently assigned to the Office of Training, has made his first appearance before a student group at the DIS. We were well pleased with Lou's presentation as he displayed vitality and enthusiasm, and showed that he is well experienced in the art of surveillance. To be a polished speaker, he needs only to learn how much material one can present in a given time.

25X1A Agency Speakers. [REDACTED] CIA Faculty Adviser to the DIS, reports that as of 11 October he had lined up 27 Agency speakers for courses at DIS in November and early December. He has also coordinated visits of

DIS student groups to the Headquarters Building on 22, 27 and 28 October

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and 9 November.

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6. School of International Communism

The 100 Universities Program. During a recent trip to Texas in connection with The 100 Universities Program, [REDACTED] C/SIC, met [REDACTED] of the DCI's Office, who was observing the program at selected universities. [REDACTED] returned to Washington on the same plane and during the trip [REDACTED] made several complimentary remarks about OTR, particularly the CT Program.

7.2 [REDACTED]

Briefing of Capt. Orvan R. Smeder. On 5 October, [REDACTED] visited Capt. Smeder, Commanding Officer, U. S. Coast Guard Reserve Training Center, and briefed him on the sponsorship and general mission of [REDACTED] Capt. Smeder said that he felt privileged and expressed a desire to support the Station in any manner that he could.

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This close relationship also paid off in other respects as the foreman failed to take several short cuts as directed by the contractor.

SIGN

MATTHEW BAIRD
Director of Training

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